



FMS Timecard Entry User Manual

Table of Contents

LOGGING ON	1
Your Leave Balances	1
SETTING UP ALIASES.....	2
CREATING YOUR TIMECARD.....	4
ENTERING YOUR TIME WITHOUT AN ALIAS.....	7

LOGGING ON

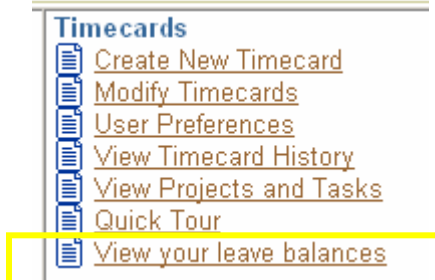
The Payroll department has set the deadline for your timecard to be in Oracle every Friday no later than 9:30 AM. When the following Monday is a holiday; your timecard is required to be in Oracle the Thursday before the holiday no later than 9:30 AM.



1. Open up Oracle by double clicking on the shortcut on the desktop
2. Log on to Oracle: Your username is your network username (if you do not have a network username your Oracle username is your first initial and lastname).
3. Your password is welcome
4. Change to your own password.




Your Leave Balances

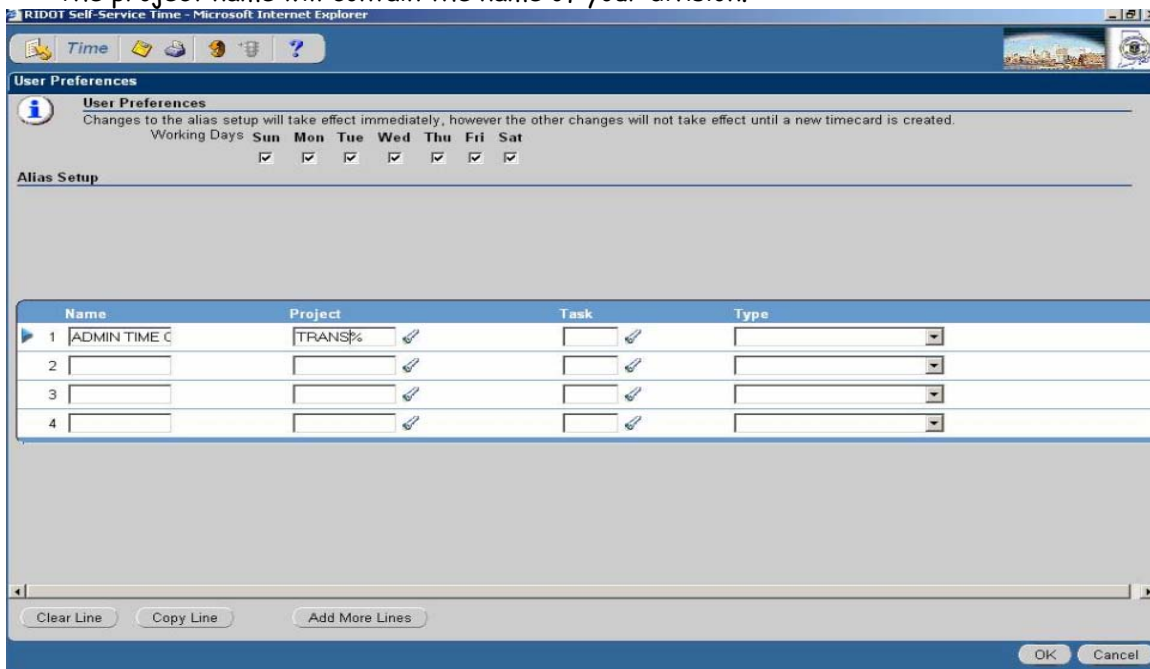
To view your leave balances click on View your leave balances under Timecards:



SETTING UP ALIASES

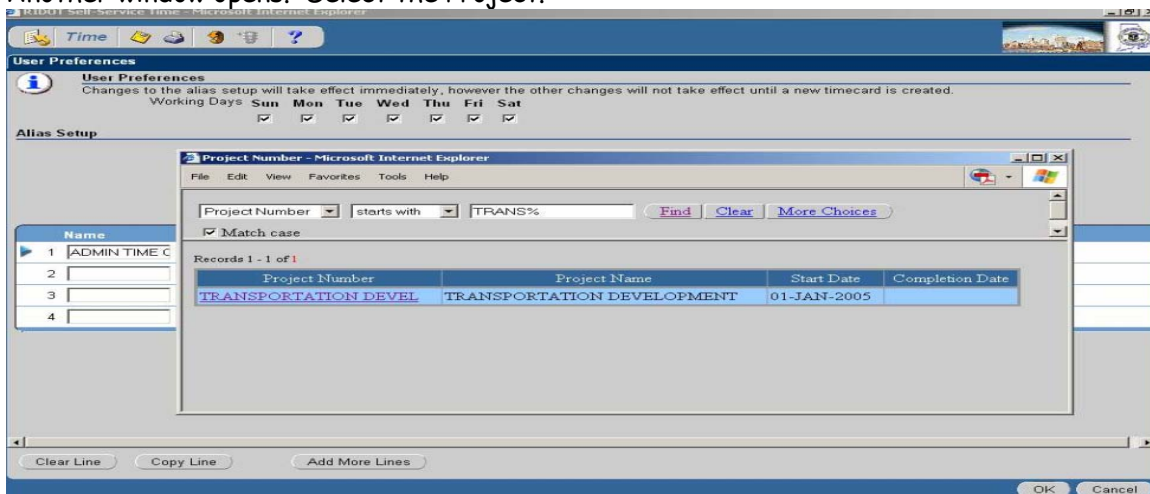
Define an unlimited number of aliases (short codes that are associated with a particular combination of project, task, and type). You can then use these aliases instead of selecting the project, task, and type in a timecard line.

1. Click on Timecards  [Timecards](#)
2. Click on User Preference  [User Preferences](#)
3. New window opens.
4. Under Alias setup: Enter a Name for the alias. (Example: ADMIN TIME OFF). Find your assigned Project used for Admin Time Off by typing '%' in the project box and clicking on the lookup  button. The project name will contain the name of your division.




Name	Project	Task	Type
1 ADMIN TIME C	TRANS%		
2			
3			
4			

Another window opens. Select the Project.



Project Number	Project Name	Start Date	Completion Date
TRANSPORTATION DEVEL	TRANSPORTATION DEVELOPMENT	01-JAN-2005	

5. Select the Task by typing '%' in the TASK box and then click on the lookup  button. Another window opens. Select the Task called ADMIN Time Off.

Task Number - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Task Number starts with % Find Clear More Choices

☒ Match case

Records 1 - 2 of 2

Task Number	Task Name	Task Start Date	Task Completion Date
ADMIN Time Off	Admin Time Off	01-JAN-2005	

6. Select the time code Type by clicking on the drop down under Type.

RIDOT Self-Service Time - Microsoft Internet Explorer

User Preferences

Changes to the alias setup will take effect immediately, however the other changes will not take effect until a new timecard is created.

Working Days: Sun Mon Tue Wed Thu Fri Sat

Alias Setup

Name	Project	Task	Type
1 ADMIN TIME C	TRANSPORT	ADMIN	H - Holiday
2			H - Holiday
3			HW - Holiday Worked
4			J - Jury Leave
			L - Leave Without Pay
			ML - Military Leave
			MT - Military Leave, Active
			OT - Overtime
			P - Personal Leave
			R - Regular Time
			S - Sick Leave
			SB - Sick Bank



Clear Line Copy Line Add More Lines

OK Cancel

7. You may repeat steps to create any number of aliases.

8. When finished Click the OK button located at the bottom right hand corner of the page. This will save your aliases.

CREATING YOUR TIMECARD

1. Click on Timecards  [Timecards](#)
2. Click on Create New Timecard  [Create New Timecard](#)
3. New window opens.

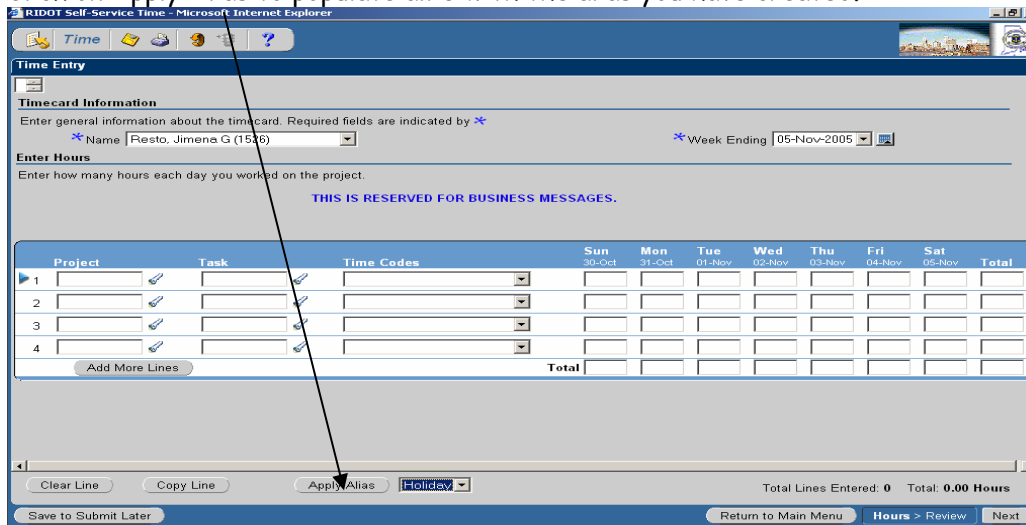
4. Verify your name: * Name Consultant, Oracle (1342)


5. Verify the week ending date:

* Week Ending 30-Jul-2005

6. Enter Project, Task, and Timecode: Use your aliases.





Click on Apply Alias to populate all 3 with the alias you have created.

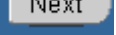



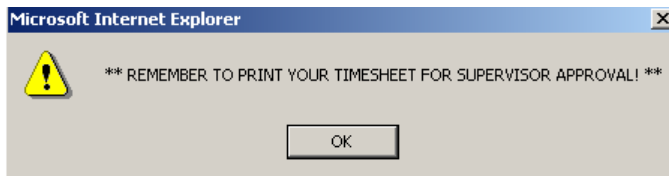
(NOTE: the line that has the  blue arrow is the line you are entering values on.)



7. *If you have NOT saved Aliases for one your tasks; you will need to enter your project, task, & timecode by selecting them from a lookup.
 - a. See section called [ENTERING YOUR TIME WITHOUT AN ALIAS](#)
 - b. Enter hours in the boxes for the days on that line. If you are charging more than one exception (example: vacation, OT, Call In, etc.), separate lines must be used for each.

Example: Monday-Thursday regular work days and Friday as a vacation day

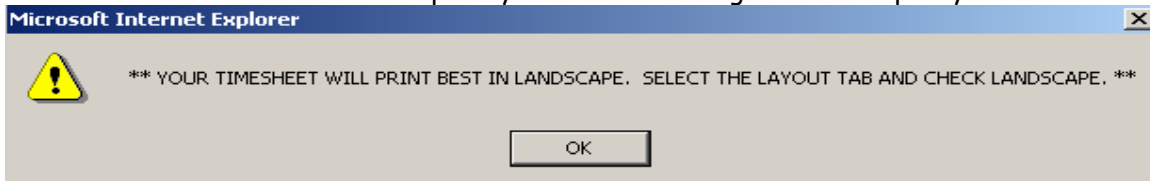
Project	Task	Time Codes	Sun 05-Jun	Mon 06-Jun	Tue 07-Jun	Wed 08-Jun	Thu 09-Jun	Fri 10-Jun	Sat 11-Jun	Total
1	Maintenance 	HQ Labor Ch 	R - Regular Time-Straight Time		7.00	7.00	7.00	7.00		28.00
2	Maintenance 	Adminstrator 	V - Vacation Leave						7.00	7.00

8. When complete click on the Next button  located at the bottom right hand corner. This will "verify" (validate) your timecard. If it does not pass you will receive a message with a description of the error.
9. If there are no errors, it will bring you to a new screen that summarizes your entries. To submit your timecard for approval click on the Submit button  located at the bottom right hand corner.
10. You will be asked if you are sure you'd like to submit: Click Yes.
11. You will be reminded to print your timecard - click OK.



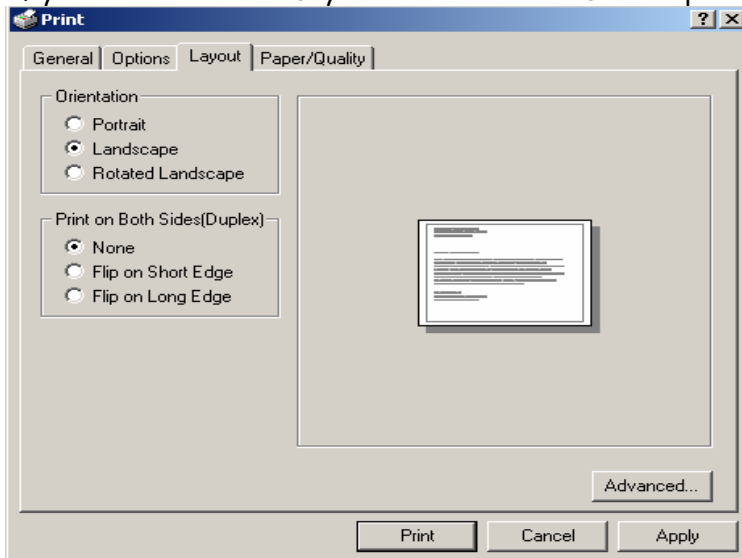
12. Your timecard will appear in summary form once again with the signature lines added to it. Click on the Print  button located at the bottom left hand corner OR you can click on the Printer Icon  located on the top of the page.

13. You will receive a reminder to print your timecard using the landscape layout:

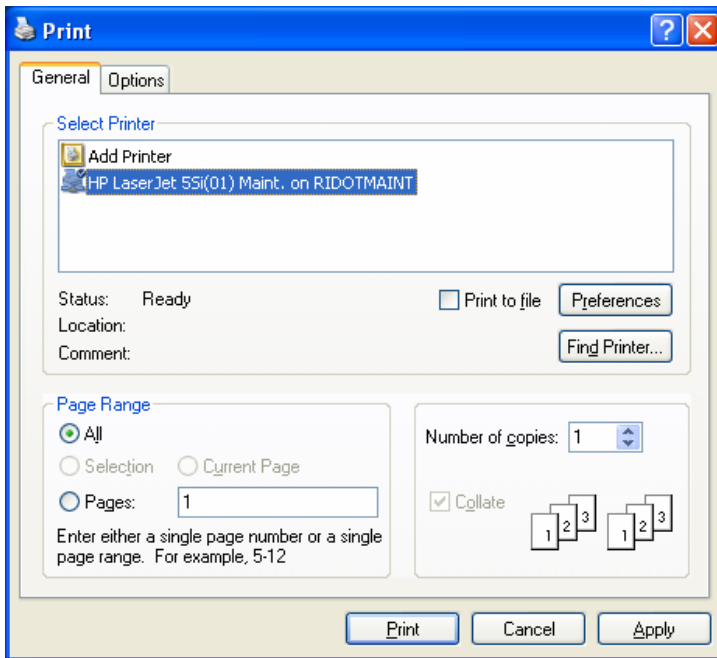


14. The Print setup window opens.

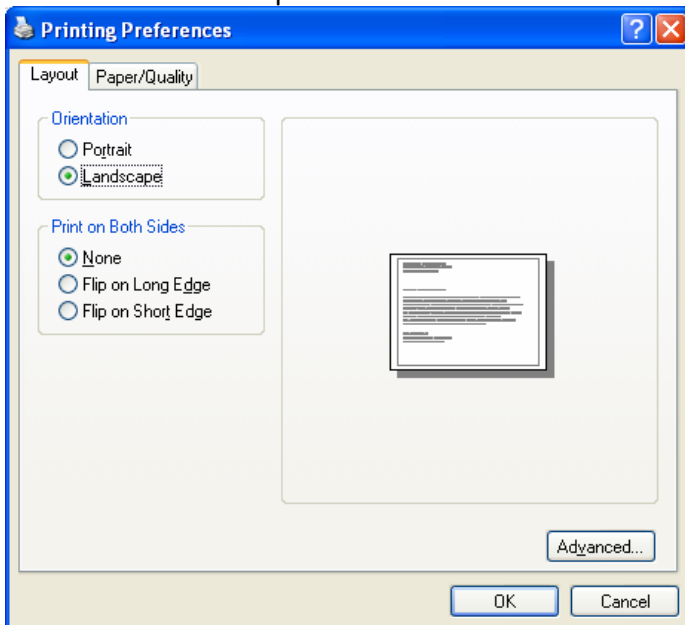
If you see this: Select Layout and then select Landscape:



If you see this: Click on the Preferences button.



Then click on Landscape. Then click on OK.



15. Click on Print.

16. Sign your timesheet and hand it to your supervisor for his/her signature approval.

ENTERING YOUR TIME WITHOUT AN ALIAS

This section demonstrates how to enter your timecard if you do not want to use an alias/preference.

1. You should have the timecard window open

Time Entry

Timecard Information

Enter general information about the timecard. Required fields are indicated by *

*Name Consultant, Oracle (1342) *Week Ending 29-Oct-2005

Enter Hours

Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1 %										
2										
3										
4										
Add More Lines			Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Clear Line Copy Line Apply Alias

Total Lines Entered: 0 Total: 0.00 Hours

Save to Submit Later Return to Main Menu Hours > Review Next

2. Find the Project by typing '%' in the Project box and clicking on the lookup button. Another window opens.

Project Number - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Project Number starts with F% Find Clear More Choices

☒ Match case

Records 1 - 1 of 1

Project Number	Project Name	Start Date	Completion Date
FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT	01-JAN-2005	

3. Select the project that needs to be charged time to by moving the mouse over the Project Number (it will turn the mouse pointer to a hand) then right-click once. The project name automatically fills in on the timecard.

Time Entry

Timecard Information
Enter general information about the timecard. Required fields are indicated by *

*Name Consultant, Oracle (1342) *Week Ending 29-Oct-2005

Enter Hours
Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1 FINANCIAL M										
2										
3										
4										
Total										

Add More Lines

4. Find the Task by typing '%' in the Project box and clicking on the lookup button.

Time Entry

Timecard Information
Enter general information about the timecard. Required fields are indicated by *

*Name Consultant, Oracle (1342) *Week Ending 29-Oct-2005

Enter Hours
Enter how many hours each day you worked on the project.

THIS IS RESERVED FOR BUSINESS MESSAGES.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1 FINANCIAL M	%									
2										
3										
4										
Total										

Add More Lines

5. Another window opens.

Task Number - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Task Number starts with % Find Clear More Choices

☒ Match case

Records 1 - 2 of 2

Task Number	Task Name	Task Start Date	Task Completion Date
ADMIN Time Off	Admin Time Off	01-JAN-2005	
Admin Work	Admin Work	01-JAN-2005	

- Select the task that needs to charged time to by moving the mouse over the Task Number (it will turn the mouse pointer to a hand) then right-click once. The Task name automatically fills in on the timecard.
- Next select the timecode that time will be charged to by clicking on the down arrow then finding the timecode name.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1	FINANCIAL M	Admin Work								
2										
3										
4										
Add More Lines			Total							

R - Regular Time
L - Leave Without Pay
ML - Military Leave
MT - Military Leave, Active
OT - Overtime
P - Personal Leave
R - Regular Time
S - Sick Leave
SB - Sick Bank
SO - Straight Overtime
UB - Union Business
V - Vacation Leave

8. Enter hours in the boxes for the days on that line.

Project	Task	Time Codes	Sun 23-Oct	Mon 24-Oct	Tue 25-Oct	Wed 26-Oct	Thu 27-Oct	Fri 28-Oct	Sat 29-Oct	Total
1	FINANCIAL M	Admin Work		8.00	8.00	8.00	8.00	8.00		40.00
2										
3										
4										
Add More Lines			Total							